

## DITTISHAM PARISH COUNCIL

### Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe

#### **Draft Minutes of the Annual Meeting of Dittisham Parish Council held in Dittisham Village Hall, on Wednesday 4 May 2016 at 7.00 p.m.**

Present: Cllrs M Faulkner (Chairman), Cllr D Harris-Evans (Vice-Chairman), Cllr R Bond, Cllr J Tucker, Cllr P Unitt, Cllr P Coxon, Cllr K Wotton, and A Thom (Clerk).

Devon County Cllr Hawking

1 member of the public

#### **AMPC/16.1 Election of Chairman**

Cllr Mike Faulkner was re-elected to continue as the Council's Chairman unopposed and by unanimous **resolution**.

#### **AMPC/16.2 Chairman's Signature of Declaration of Acceptance of Office**

Cllr Faulkner signed the Chairman's Declaration.

#### **AMPC/16.3 Apologies**

None received.

#### **AMPC/16.4 Election of Vice-Chairman**

Cllr David Harris-Evans was re-elected as the Council's Vice-Chairman unopposed and by unanimous **resolution**.

#### **AMPC/16.5 Appointments to Working Parties/ positions of responsibility**

<b>Working Party / Responsibility</b>	<b>Councillor(s)</b>
Dart Harbour Navigation Authority Non-Beneficiary Stakeholders' Group	Cllr Harris-Evans
Emergency Committee	All Cllrs
Footpaths Officer	Cllr Bond & one Parishioner
Health Services Dartmouth Steering Group	Cllr Unitt
The Ham Car Park / Level Car Park	Cllr Faulkner, Cllr Harris-Evans, & Cllr Bond
The Ham Events	Cllr Faulkner & Cllr Harris-Evans
The Ham Maintenance	Cllr Coxon, Cllr Wotton, & Cllr Bond.
Planning	Cllr Unitt
South Hams Community & Voluntary Services	Cllr Tucker
Tree Officers	Cllr Faulkner & Cllr Wotton
Village Hall	Cllr Faulkner
West Dart Bus	Cllr Bond

#### **AMPC/16.6. 2016-17 insurance cover**

It was noted that the current 3 year agreement commenced 2015 and is due for renewal 3 July 2016.

#### **AMPC/16.7. Consideration of 2016-17 contracts and agreements**

The agreements below were noted and it was noted that the car park supervision agreement will need review when The Level Car Park pay and display is established.

- Maintenance: *current contract ends 14/7/16, two year extension to 2018 approved MN45/16.1*
- Lengthsman: *ongoing arrangement*

- SHDC Playground Inspection Insurance and Maintenance Program: £100+VAT paid in 2015/16. Covers financial year. 2016/17 documents pending.
- SHDC Payroll service: £100+VAT in 2015, due 1 Oct 2016
- Clerk contract: *ongoing*
- Website and email hosting: £25/year plus hourly maintenance charge (2 yearly JANET government fee approximately £70 next due 2016)
- Cale for Ham Car Park ticket machine: *current contract ends 30/11/2016*
- Car Park Supervision: *ongoing arrangement*

**AMPC/16.8 Consideration of 2016-17 subscriptions**

The following subscriptions were noted.

- LCR–National Association of Local Councils magazine: £17.00, paid April 2016
- Society of Local Council Clerks: £118 paid December 2015
- DALC: £96.26 paid April 2016
- Information Commissioner's Office: £35.00 annually next due 27/11/16, compulsory

**AMPC/16.9 Consider approval of 2016 Internal Audit review**

It was **resolved** to approve the internal audit review.

**AMPC/16.10 Consider approval of 2016 Risk Register review**

It was **resolved** to approve the reviewed Risk Register.

**AMPC/16.11 Ordinary Meetings of the Parish Council**

It was confirmed that ordinary meetings of the full council will continue to take place in the Village Hall at 7:30 pm on the first Wednesday of each month excluding August.

The AMPC was immediately followed by the ordinary May meeting of Dittisham Parish Council.